

SECRET

REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE
Approved For Release 2005/11/21 : CIA-RDP70-00211R000500200020-1
FROM O&M SERVICE

PROJECT NUMBER 5-65 *File Center*
TYPE OF PROJECT
☒ Survey ☐ System
☐ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DATE OF REQUEST
11 March 1955

ELEMENTS OF PROJECT

☒ (1) Organization ☐ (3) Procedures ☐ (5) Work Measurement ☐ (7) System & Equipment
☒ (2) Staffing ☐ (4) Reporting ☐ (6) Records & Files ☐ (8) Staff Study

TITLE OF PROJECT

Organization and Staffing Study

BRIEF DESCRIPTION OF PROJECT

A request has been received for an increase in T/O positions and personnel ceiling. The study involves an appraisal of the current organizational structure, staffing requirements, and the need for additional positions based upon actual workload.

FOR USE OF REQUESTING OFFICE

TIMING CONSIDERATION (starting date desired & condition of urgency, if any)

FOR USE OF O&M SERVICE

NAME OF ANALYST DEVELOPING PROJECT

STARTING DATE APPROVED
11 March 1955

TARGET DATE
31 March 1955

NAME, TITLE & SIGNATURE OF REQUESTOR

ASSISTANT MANAGEMENT OFFICER

MANAGEMENT BOARD APPROVAL

OTHER APPROVAL, IF REQUIRED

DATE OF MANAGEMENT BOARD ACTION

FORM NO. 30-27
APR 1953

SECRET

(38-43)

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 COMPLETION REPORT ON MANAGEMENT PROJECT
 BY O&M SERVICE

PROJECT NUMBER

5-65

TYPE OF PROJECT

☒ Survey ☐ System☐ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DATE OF REQUEST

11 March 1955

BRIEF DESCRIPTION OF PROJECT

Appraisal of the current organizational structure, staffing requirements, and the need for additional positions based upon actual workload.

IMMEDIATE RESULTS ACCOMPLISHED

See Staff Study dated 12 April 1955.

RECOMMENDED FUTURE ACTION

None.

PROJECT ANALYST

ASST. MGT. OFFICER

DATE STARTED

11 March 1955

DATE COMPLETED

12 April 1955

DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT

Not required.

FORM NO. 30-28
 APR 1953

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(36-43)

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